



**IDAHO DAMAGE PREVENTION BOARD STATE OF IDAHO
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING**

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Ph: 800-955-3044

Fax: 877-810-2840

Email: dbs.dpbcomplaints@dbs.idaho.gov

Website: dbs.idaho.gov

Guidelines for Filing a Complaint

Complaints regarding an alleged violation may be made by any individual and shall be made to the DBS administrator by mail or email to the address above. Please follow these guidelines for DBS to process your complaint.

- Complaint form must be complete and include as much information/documentation as possible to prove the alleged violation.
- Provide the most current contact information for both you and the alleged violator.
- Make sure you file the complaint within 30 days of the alleged violation or within 30 days of becoming aware of the alleged violation and provide the date of whichever applies.
- Describe the violation that took place in detail.
- Mark if the underground utility was damaged and if there was excavator downtime and give details about both.
- Provide written notification of this complaint to the alleged violator and proof of written notification to DBS.
- Print your name, sign and date the 2nd page of the form.
- The violation you mark on the violation checklist (page 3) must match the description of violation you provided in the "Description of alleged violation" section.



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DAMAGE PREVENTION COMPLAINT FORM

This complaint form is authorized pursuant to section 55-2011, Idaho Code, and the rules of the Damage Prevention Board. It is a public record subject to the provisions of chapter 2, title 74, Idaho Code. This document is a formal complaint form from which discipline may be imposed on the alleged violator pursuant to section 55-2211, Idaho Code. General reports of underground facility damage or excavator downtime, which are not complaints but required by section 55-2208(5), Idaho Code should be made separately in accordance with procedures established by the Board.

****ALL FIELDS MUST BE COMPLETED****

Complainant Excavator Pipeline Power Company Sewer/Water Telecom Other
(Who is making the complaint, please provide current contact information; address, phone and e-mail of complainant):

Name (person or business)

Address City State Zip

Phone Number Email Address

Offender Excavator Homeowner/Tenant Facility Owner Locator One Call center

Name (person or business)

Address (if a company, provide main office information) City State Zip

Phone Number Email Address

Actual Location of alleged violation: _____
Address

City State Zip

Date(s) of alleged violation: _____



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Has written notification of this complaint been provided to the alleged violator? Yes No

If **YES**, provide date and attach a copy of such notification, if **NO**, explain: _____

Date(s) Complainant were made aware of alleged violation (if different): _____

Did the violation cause **damage** to an underground facility? Yes No

Did the violation cause **excavator downtime**? Yes No

If yes, explain: _____

In accordance with IDAPA rule 07.10.01.018.01, notice of a complaint shall also be served concurrently on the alleged violator by the person submitting the complaint. Verifiable proof of such notification of a complaint provided to the alleged violator shall also be provided to the administrator.

You have the burden of proof and must include additional documents, photographs, invoices, contracts and/or other relevant information in support of the complaint and attach it to this complaint form. Failure to provide documentation to prove the violation you are alleging will result in dismissal of this complaint.

I swear (or affirm) under penalty of perjury that the foregoing information is true, complete, and correct. Additionally, I agree to assist the Division and Board in the resolution of this complaint, and if necessary, appear before the board to verify and support the information contained in this complaint.

Name (Print or Type) Signature Date Executed



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Description of alleged violation; if applicable, describe how the offender did not take precautions to avoid the damage that occurred.
(Please describe below and check the appropriate box or boxes):

Horizontal lines for describing the violation.

Please check the nature of the violation being alleged below (check all that may apply):

MUST PROVIDE DOCUMENTATION FOR ANY VIOLATION CHECKED

- 55-2205(4) Failure to Cease Excavation or Report Unidentified Facilities.
55-2207 Failure to Identify Facilities in Contract Documents.
55-2205(2) Failure to Locate or Mark.
55-2206 Failure to Participate.
55-2205 Notice of Excavation: Did the offender fail to call for locates?
55-2205 Notice of Excavation (1)(b)(i): Before commencing excavation, Did the Excavator fail to pre-mark the excavation site with white paint or, Did the Excavator fail to clearly explain the location of proposed excavation on the locate ticket?
55-2205 Failure to Wait for Locate or Maintain Markings.
55-2205 One-Number Notification Service communication to Facility Owner of proposed Excavation.
55-2207(2) Precautions to Avoid Damage.
55-2208(1) Reporting of Damage to Facility.